

Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, April 13, 2011, at 6 P.M. at the Council Chambers
826 N. Main Street Cottonwood, Arizona

I. CALL TO ORDER

Chairman Elinksi called the meeting to order at 6:07p.m.

II. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair

Ryan Bigelow, Commissioner

Glenda Farley, Commissioner

Karen Leff, Commissioner

Commissioner Annabel Sclipa attended the meeting via the telephone.

ABSENT: Commissioner Carol Anne Warren and Vice Chair Greg Ruland.

Staff Members Present:

Charlie Scully, Community Development, Long-Range Planner

Leslie Wager, Community Development Admin/Recorder

III. APPROVAL OF MINUTES – REGULAR MEETING OF MARCH 9, 2011

Motion: *To approve the minutes from March 9, 2011 as written*

Made by: *Commissioner Leff*

Second: *Commissioner Bigelow*

Vote: *Unanimous*

IV. INFORMATIONAL REPORTS AND UPDATES

No reports or updates.

V. CALL TO THE PUBLIC

No public comments.

VI. Presentation from City Attorney and staff regarding public official roles and responsibilities, ethics, open meeting law, conflict of interest and other stated and local laws and policies pertaining to the conduct of the Commission members.

Planner Scully stated the City Attorney was not present; however, he is working on arranging a workshop for all City Commission members to attend.

Chairman Elinski noted he cancelled the special meeting scheduled for March 30, 2011 due to no paperwork being submitted to Staff prior to the meeting. Chairman Elinski stated that is a violation of State law.

Commissioner Bigelow inquired if the City Council would be attending the workshop as well. Chairman Elinski stated all new members of the Council attend training as it is very important to follow the open meeting laws.

Planner Scully gave a slide show presentation with excerpts from the Boards and Commission handbook. Planner Scully stated the Commission is a public body and is subject to open meeting law. There must be a quorum present in order to hold a meeting. If there is a special event taking place and a quorum will be present at the event then a courtesy agenda will need to be posted prior to the event. Email correspondence from Commissioner to Commissioner that constitutes a quorum is a violation of law. Email should be sent to Staff first and Staff will distribute as needed to all Commission members. Planner Scully stated agendas need to be followed; if an item is not on the agenda it cannot be discussed. A Commission member can request an item to appear on a future agenda for discussion. Chairman Elinski noted Commission members may contact Staff or the Chairman directly to request an item be added to a future agenda. Planner Scully touched on how to determine conflict of interest, which mainly deals with direct/indirect financial interest of Commission members or relatives. Chairman Elinski noted due to the fact that Cottonwood is a small town it is hard not to know people, we need to conduct ourselves as a Commission.

Commissioner Bigelow stated he believes it is important that Commission members receive proper training and are comfortable with the laws.

VII. Presentation from staff regarding the duties of the Historic Preservation Commission as described in Ordinance 566 and the strategic work plan for the Commission.

Planner Scully stated as a new Commission there is an enormous amount of work to do. Planner Scully stated the Commission will start with finalizing Ordinance 566, certified local government program, guidelines and procedures. There is a need to focus on the

foundation of the building blocks of the program (CLG). Planner Scully stated it will take several months just to get through the basics.

Chairman Elinski questioned if Ordinance was being created from scratch. Planner Scully stated yes, he is pulling from other communities. Planner Scully noted he is ready to move more directly into working on the program.

Chairman Elinski stated the strategic plan is prominently working towards getting people involved. Planner Scully stated yes the Commission needs to draw people to their meetings to gain public support. Commissioner Leff stated the tax benefit for historic properties is big which could be an incentive for people to learn more about their properties. Commissioner Farley stated the Commission should locate the tax forms for commercial districts and make available to the public. Planner Scully stated the Commission can make recommendation to the City Council on establishing programs and making the forms available.

Planner Scully noted the Commission has quite a few long term goals however right now the Commission needs to start at the beginning and take one step at a time. Commissioner Leff agreed and stated the Commission needs to start with the basics.

VIII. Presentation from staff regarding Community Wayfinding Sign programs.

Planner Scully stated gave a slide show presentation of different wayfinding signs in Cottonwood, surrounding areas and other states. Planner Scully noted there are many decisions to make when creating wayfinding signs. There is a need to determine the system of public signs, amount of information on the signs, technical criteria and design decisions. The City already has gateway signs however the City Manager would like to update and make them more visible. The City Engineering Department is in the process of acquiring quotes for improving the highway signs.

Planner Scully noted this is only a preliminary discussion. Once a design idea is in place the design will be brought before the Commission for input. Planner Scully stated there are several different types of signs; wayfinding, gateway, topper, directional and historic signs to name a few. In the past there have been grants for similar sign programs however now most of them are gone.

IX. Discussion and possible action regarding Historic Preservation Commission involvement with local activities for National Historic Preservation Month (May 2011), including the following possible activities:

- a) Promotions and publicity.**

b) Tabling for public events.

c) Other activities related to Historic Preservation Month.

Commissioner Sclipa stated she would like the Commissions input on the article they received in their packets. Commissioner Sclipa is hoping this article will be one of many to be published by the Commission. A new historic building/home will be the highlight of each article. Commissioner Sclipa would like to run one article every other month, six articles. Chairman Elinski inquired if the article was worthy of submittal. Planner Scully stated the way it is written is as though the Commission wrote the article to the paper as a letter. The proposed outreach and publicity program is something that would be proposed to the City Council. The first step would be for Staff to submit a proposal from the Commission to the City Manager. Chairman Elinski stated he would like to see this become a procedure for the Commission which would entail making a proposal to the City Council.

Commissioner Farley inquired if this article is to be submitted for May then an individual would have to submit the article minus the Commissions name. Planner Scully stated yes, if Annabel Sclipa would like to submit the article on behalf of herself, that would avoid the use of the Commission and conduct an independent publicity program.

A brief discussion took place on possible procedures to make proposals to the City Council.

Planner Scully noted for the Sizzling Salsa event in which the Commission will take part in, a consent agenda will need to be posted if a quorum is planned. Chairman Elinski inquired if the Commission will be allowed to have a table at the event. Planner Scully stated yes, that is general public outreach which is okay. A consent agenda will need to be posted.

Commissioner Leff stated Sizzling Salsa will be on May 7, 2011 from 11a.m. to 5p.m. Chairman Elinski stated he would be available to sit at the table to meet and greet people. Commissioner Farley noted there is a lot of history information and will not be able to display it all. The Commission will need to pick and choose what information should be displayed. Chairman Elinski believes all of the commercial historic district information should be displayed.

Commissioner Bigelow inquired if the Commissions presence at this event is to make our Commission known. Chairman Elinski stated yes, this will be good representation and a good way to get the Commission out into the public. Planner Scully stated having a table display with meet and greet is okay and the Commission can have a sign-up

sheet as well to gain a data base of interested people. Commissioner Farley stated the sign-up sheet would be a good idea, and then the Commission could send out mailings of information to people and be able to keep them informed of special events.

X. FUTURE AGENDA ITEMS

Chairman Elinski inquired if the draft ordinance would be brought back to the Commission soon. Planner Scully stated yes, he will provide background material and is getting more into the fundamentals/building blocks of the ordinance.

Chairman Elinski stated in the Commissions focus will be moving forward with the ordinance and public outreach.

Commissioner Bigelow inquired if there would be more information available on the workshop for Commissioners. Planner Scully stated the workshop is planned for later this month, notices will be sent out.

Commissioner Bigelow noted he will be gone for the month of June.

XI. ADJOURNMENT

Motion: *To adjourn the meeting.*
Made By: *Commissioner Bigelow*
Second: *Commissioner Leff*
Vote: *Unanimous*

Chairman Elinski adjourned the meeting at 8:23p.m.